

# Job Opportunity: Project Supervisor – Highways New Jersey Turnpike Authority

## **Position Objective**

Coordinates design and execution of engineering projects to completion, serving as liaison between the Authority and consultants.

## **Essential Job Functions**

- Develops scope of work and proposal documents for design projects which comply with the Authority requirements.
- Coordinates the execution of the complete engineering design of an assigned project including liaison with consultant.
- Reviews and responds to inquiries and concerns from other Authority departments, outside agencies and patrons.
- Provides technical assistance and other functions for special Authority projects.
- Performs individual engineering work relating to the design of all types of Authority facilities.
- Reviews plans and calculations prepared by consultants; reviews improvements by others, abutting the Turnpike and Parkway.
- Investigates problems and recommends solutions associated with new or existing facilities.
- Reviews and recommends for approval, requests by outside agencies to perform work on NJTA right-of-way.
- Reviews and coordinates maintenance and protection of traffic plans with the Turnpike and Parkway Operations Department.

## **Responsibility for Relationships**

Maintains a cooperative working relationship with consulting engineers, outside agencies, superiors and others in the engineering Department and throughout the Turnpike organization. Displays a flexible and adaptable attitude. Demonstrates leadership, initiative, good work ethics and team spirit, thus contributes positively to the Highway Design Section's overall performance.

## **Essential Education, Skills and Knowledge**

- Bachelor of Science Degree in Civil Engineering. Ability to obtain NJ Professional Engineer license. Two (2) or more years of professional engineering experience, preferably containing a mix of design, contract document preparation, contract review, and/or construction supervision/management relating to various types of civil highway engineering projects. Knowledge of MS Office, Auto CADD or Micro Station preferred. Excellent verbal and written communication skills. Possession of a valid driver's license.
- This job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and requirements of personnel so classified.

## **To apply**

Send a resume, application and supporting documents to the New Jersey Turnpike Authority, P.O. Box 5042, Woodbridge, NJ 07095-5042. Attention: Human Resources.

You can download a PDF version of an employment application on the Turnpike Authority's Web site at [www.state.nj.us/turnpike/employment-info.html](http://www.state.nj.us/turnpike/employment-info.html). Applications also can be picked up in person from 9 a.m. to 5 p.m. Monday through Friday at the Turnpike Authority's Administration Building, 581 Main Street, Woodbridge.

If you have any questions, call (732) 750-5300, extension 8300.